

Become Qualified with Your BSB40215 Certificate IV in Business

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Certificate IV in Business at Australia's Leading Management Training Company.

Course Code: BSB40215

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21

Example of Practical Units in a Cert IV:

Implement and monitor WHS policies, procedures and programs to meet legislative requirements BSBWHS401
Coordinate implementation of customer service strategies BSBCUS401
Coordinate Business Resources BSBADM409
Write complex documents BSBWRT401
Address Customer Needs BSBCUS402
Develop Teams and Individuals BSBLED401
Develop work priorities BSBWOR404
Implement the operational plan BSBMGT402
Support the recruitment, selection and induction of staff BSBHRM505
Implement Workplace information systems BSBINM401

Office worker, Administrator, Project Administrator...

If you have experience or wish to be employed in one of these roles, studying GTI's BSB40215 Certificate IV of Business is for you....

Why complete this course with Global Training Institute?

Gaining qualifications and formal education in business, is now considered a MUST have to progress your career in administration. Qualified Administrators are in high demand in Australia and in many other countries, in many different industries eg Government, HR, Events, Marketing, Construction...

If you already have administration experience, but no formal 'piece of paper' to prove it, you will be able to have this experience recognized and use your current and previous work towards your assessments.

Your course will be designed to fit in around your busy work/home life. This means you can continue to work while you complete it.

You will have access to your materials and assessments Online 24/7, and regular phone sessions with your Trainer, daytime or in the evenings. There are No exams and No essays to complete.

You will have strong support, including Unlimited phone sessions from your Trainer, office staff and your own Completion Coach. Your course is very practical and is designed around what you do every day working in Administration. You will learn new office skills and have access to valuable templates and resources.

Career Outcome - Where Will It Lead Me

Once completed you will be equipped with:

- Your Certificate IV of Business qualification,
- letters after your name (Cert IVBus)
- Eligibility for Membership to Professional Associations – eg Australian Institute of Office Professionals
- Your Career Plan (developed for the next 2-5 years)
- Your Resume and LinkedIn profile updated



"Through the training, I am now producing quality goals with time frames. I have solidified our organisations policies and procedures. We are now using systems. I now work smarter and not harder. My team is happier and they now understand what is expected of them. This is my last workshop and that is sad. The course is excellent."

Garth Furnell



How Much Will It Cost? - NSW Funded.

There is lots of funding available at the moment: subsidies, payment plans, government grants that may make your course 100% FREE or at least pay \$0 upfront to start....

You are welcome to have a browse of the 'funding options' page [here](#), but you'll probably find more than one that will fit you.

To see what you are eligible for, either do the **quick quiz** on that page or just give us a call on 1800 998 500 and we will work out the best option for you.